

# Legacy Resource Management Program

## How to Submit a Pre-Proposal

### The Pre-Proposal

The Request for Proposals (RFP) announcement, which is posted on the Legacy Program Tracker (Tracker) at [www.dodlegacy.org/Legacy/intro/guidelines.aspx](http://www.dodlegacy.org/Legacy/intro/guidelines.aspx) and the U.S. Department of Defense (DoD) Environment, Safety, and Occupational Health Network and Information Exchange (DENIX) at [www.denix.osd.mil/nr/Legacy](http://www.denix.osd.mil/nr/Legacy), specifies the pre-proposal submission period and due dates. The RFP details Areas of Emphasis that describe topics that will receive priority. The Legacy Program will invite an author to submit a full proposal only if the pre-proposal meets specified criteria and fulfills a Military Service and/or DoD need. **Not all authors who submit pre-proposals will be asked to submit full proposals.** All notifications are made via the Tracker.

### Eligibility

Any individual, organization (public or private), institution, or agency can apply for Legacy Program funding as long as the activities and deliverables meet the following criteria, as mandated by the Section 8102 of P. L. 101-511 (Defense Appropriations Act) and Section 332(a) (1) of P. L. 104-201, 10 U.S.C. 2694, *Conservation and Cultural Activities*. Each proposal must:

1. have regional or DoD-wide significance and involve more than one Military Service;
2. be necessary to meet legal requirements or to support military operations;
3. be more effectively managed at the DoD level; and
4. not be an executive agent responsibility.<sup>1</sup>

### The Legacy Tracker

- If you are new to the Tracker, you will need to create a Tracker account at [www.dodlegacy.org](http://www.dodlegacy.org) by selecting *Request New User Account* on the right side of the screen.
  - Complete the Legacy Tracker Registration Form.
  - Legacy Program staff will verify the account information and approve your request.
  - Within 24 hours of account approval, the Tracker will send you an automated email notification containing your login password.
    - *Note:* emails sent by the Tracker sometimes end up in spam or junk folders.
- Once you have an active account, log in to the Tracker using the information you received in the automated email, and select the *Pre-Proposal* tab on the left.
- Click the “Add New” button to open a new pre-proposal form under your name.
  - You are now the Pre-Proposal Author and owner of the entry.

### Pre-Proposals Tab

- When giving the new pre-proposal a title, make sure it does not contain colons, quotation marks, or other special characters, or you will not be able to save the entry in the system.
- **Ensure text contains no formatting when copying and pasting it into the Tracker.**
  - If you’re using Microsoft Word or other word processing software, you must copy and paste the text into the Notepad program before entering it into the Tracker. Not doing so will likely result in significant functionality issues, as the Tracker cannot accommodate embedded formatting.

---

<sup>1</sup> An executive agent is a Military Department with designated responsibility over an area. For example, the Navy is the executive agent for sonar issues. Therefore, any Legacy proposals directly relating to sonar are not eligible for funding.

- To copy to Notepad, highlight all of the text in Word, choose Edit then Copy, then Paste into Notepad.
- Next, go to the Tracker; follow the same steps to paste the unformatted text from Notepad into the appropriate Tracker section.
- Make sure you do not exceed character limits described in each section on the Tracker.
  - Failure to remain within character limits may result in incomplete text being reviewed by the Review Committee.
- IMPORTANT! You must actively SAVE your inputs to the Tracker, or changes will be lost.
  - To save, click the Save button at the bottom of the page **before** proceeding to a new tab.
  - We strongly encourage you to Save after making any changes to any portion of text.
  - Clicking the Next button without clicking the Save button may result in data loss.
  - We cannot retrieve lost text.
- You may save and exit the pre-proposal at any point, and return to it at a later time by clicking the Save button and then logging out of the Tracker.
- **Verify Pre-Proposal Submittal**
  - After you have completed all required fields (described below) and submitted your pre-proposal, ensure that the pre-proposal title is listed, and that the “Status” column reads “In Review.”
  - You must complete all required fields in the pre-proposal form, which are denoted with a red asterisk(\*), before you will be able to Submit your pre-proposal.
  - After you click the Submit tab, a “Successfully Submitted” message will appear on your screen. **Please do not click any buttons or exit the system until you see this message.**
  - If you completed all fields and successfully submitted your pre-proposal but it is not listed when you re-enter the system, please contact Legacy Program staff immediately.

## STEP-BY-STEP GUIDE TO COMPLETING ALL FIELDS

### Admin Tab

- Author and Co-Author: enter the pre-proposal author and, if applicable, co-author.
  - The Author is the main point of contact for the overall scope of work, and the proposal’s lead investigator and coordinator. This individual is not necessarily the entity requesting the largest amount of funding.
  - The Co-Author is a co-Principal Investigator (PI), backup to the Author, or even the PI when the primary Author is overseeing multiple components of a larger effort.
- Project Title: enter the project title. Applicants should not change Project Titles after submission without Legacy Program coordination. Titles should be descriptive but not lengthy.
- Sponsor: use the pull-down list to select the proper sponsor for the proposed project. The sponsor is the Military Service that has agreed to sponsor and is helping to coordinate the proposal. This field can be one of the Military Services **or** DoD. For proposals that will implement work on one or more installations, you should select a specific Military Service, whereas proposals that will provide overarching methodologies or processes may be better

suiting for DoD sponsorship since the work is not specific to one Military Service. If you have questions about appropriate sponsorship, please contact the Legacy Program staff.

- Have you already made contact with the above-mentioned sponsor: select yes or no to answer this question.
  - **IMPORTANT**: applicants must contact the sponsor by the time of the full proposal submission.
- CMD Division: use the pull-down list to select the proper division or headquarters. This is the Military Service Command (CMD) responsible for project oversight. If you are unsure of what CMD applies, if any, contact the appropriate Military Service representative or Legacy Program staff for assistance. Use the *Contact Us* link on the Legacy Program website homepage to access Military Service representative contact information.
- State: enter the state in which the proposed effort will take place. If the proposal is national, then enter the state in which the majority of the work will take place or, if more appropriate, where the PI is located.
- Country: enter the country in which the proposed effort is located.
- Continuation Project: select yes or no to indicate if this is a continuation effort or not.
  - Provide the previous Legacy project number if the current proposal is considered a continuation of a previously funded Legacy project.
- To the best of your knowledge, is your work original and not duplicative of existing efforts: select yes or no to indicate if this is an original project or not.
- Will you need to access a DoD installation, its personnel, or its resources/data: select yes or no to indicate whether you will need to access a DoD installation, its personnel, or its resources/data.
- Installation(s): enter the installation at which the proposed effort will take place. If you plan to conduct field work on an installation, you *must* demonstrate proof of installation support before you submit a full proposal.
- Expected Completion Date: enter the proposed effort's expected completion date, including deliverables for the given year's effort.
- Requesting Organization #1: enter the name of the organization requesting funding.
  - If necessary, enter additional organizations requesting funding. Please note that applicants must explain why additional organizations must receive funding directly from Legacy vs. sub-allocating to any additional partners. Legacy discourages multiple agreements for a single project, recommending instead that a primary recipient sub-allocate resources if necessary. The organization receiving funds is responsible for all deliverables, including those completed by any partners receiving sub-allocated funds.
- Primary Theme: use the pull-down list to select the primary theme of the proposed project.
- Secondary Theme: use the pull-down list to select the secondary theme of the proposed project.

## Resources Tab

- Resource Type: use the pull-down list to select Natural Resources, Cultural Resources, or Integrated to indicate which resource type best describes the proposed effort.
- Area of Emphasis: select the single most relevant area of emphasis from the list provided on the Tracker.

## Budget Details Tab

- This section indicates how the applicant intends to allocate resources for the proposed project. (ENTER BUDGET ITEMS ONLY FOR THE CURRENT FISCAL YEAR.)
  - Address future budget items in the *Describe Follow-on* field in the Follow-on Work tab.)
- **NOTE: profit is not an eligible budget item, and may not be included in the proposed budget.**
- Budget fields:
  - **Equipment** – equipment to be purchased for the proposed project. Include what's being purchased, the quantity, and unit cost as applicable.
  - **Materials/Supplies** – all materials and/or supplies required for the proposed project. Include a description, quantity, unit cost, and total as applicable.
  - **Salary** – salary, including number of hours and rate per hour for each performer. Include position, a brief summary of duties, the total number of hours, and rate per hour for each performer.
  - **Other Labor** – sub-allocated or contracted labor.
  - **Overhead/Admin** – indirect or general expenses (e.g., administrative and utility costs), and fringe benefits.
    - **IMPORTANT:** Unless your organization negotiated a special DoD rate, the Legacy Program's federally-approved maximum rate for overhead/administrative costs is **17.5%**.
  - **Travel** – all travel costs associated with the proposed project. Include all details associated with the cost, such as reason for trip, number of travelers, what type of cost (lodging, airfare, parking, car rental, etc.), and rate(s). All travel costs must comply with the Federal Acquisition Regulation (FAR).
    - **NOTE: DoD will not fund travel associated with conferences, seminars, and symposiums. Applicants need to include a strong justification for any travel.**
  - **Other** – costs that don't fall under any of the other categories.
    - If you need funding for laboratory testing, please include a detailed materials and labor breakdown if that analysis is being conducted by you or your staff.
    - If you are sending the work to a laboratory, please include the laboratory name, a description of the analysis being performed, per sample cost, and total.
- The requesting organization should specify all cost sharing and/or matching contributions. Cost sharing and/or matching contributions are not required for project approval, but are considered an added benefit, and encouraged when feasible.
- For funds sub-allocated to other organizations, select the appropriate Requesting Organization at the top of the page and populate the budget for the work that entity will produce.

### EXAMPLE BUDGET

Item	Description	Cost
Salary	Researcher/Project Manager – to oversee project research and documentation, and develop report (\$80/hour for 100 hours)	\$8,000
Salary	Research Assistant to support and assist the Researcher for 3 months @ \$30/hour for 300 hours	\$9,000
Travel	Lodging for 2 people at the General Inn hotel, 30 days at \$50/ person per day	\$3,000
Travel	Airfare for 2 people from Someplace, VA to Another Place, CA at \$500/ person	\$1,000
Equipment	1 GPS tracking receiver	\$200
Materials/ Supplies	5 tracking collars at \$20 each	\$100
Other Labor	Guide/Bear tracking expert for 2 weeks @ \$40/hour for 80 hours	\$3,200
Other	Nature Reserve research fee of \$25 (x 2 researchers)	\$50
<b>Total</b>		<b>\$24,550</b>

#### Contributing Partners Tab

- Document the dollar value of partner contributions to the proposed project, if applicable. If you add a Contributing Partner, all fields are required for entry. In the case of multiple Contributing Partners, at least one budget item is required per funding recipient. Round the Item Cost to the nearest dollar.
  - The required fields are:
    - New Contributing Partner: name of the Contributing Partner.
    - Item: items/services being contributed (e.g., donated property, equipment, volunteer services).
    - Description: description of items, services, or labor hours being contributed.
    - Value: actual dollar value of items/services being contributed or, if unavailable, the government or civilian rate that most closely aligns. The rate should be provided.
- **IMPORTANT**: provide enough detail to allow the proposal reviewers to understand exactly how you derived the total for each budget line item, and how the contribution is being applied.

#### Project Details Tab

- Project Synopsis: provide a few sentences, not to exceed 1,024 characters (including spaces), that succinctly describe what the proposed project will do, what the results will be, and how those results will benefit DoD and/or the Military Services.
  - **IMPORTANT**: this is generally the only explanatory information that is sent to leadership when they determine final approval of recommended proposals, so applicants should spend an appropriate amount of time writing the *Project Synopsis*.
- Abstract & Work Plan: enter text that is comparable to an executive summary of the proposed work. This should clearly articulate and detail what is described in the *Project Synopsis*.
  - The Abstract portion must clearly state the need for the proposed work and explain the work's objectives. Cover the WHY question here. Remember, the proposed work must address a current DoD need. Specify that need and describe how the proposed work addresses that need. Discuss all conversations you may have had with DoD

personnel that contribute to illustrating the necessity and value of the proposed work. Also, describe the overall effort planned and its objectives. **Be specific in what is to be done, tying it back to the need. Describe the expected products or deliverables of the proposed work here, and how they benefit the military mission.**

- The Work Plan portion should contain a numbered list of overall planned work phases and methodology (include planning, execution, and analyses). Cover the WHAT and WHERE description here. Fully correlate the production of expected products within the Work Plan's phases. If this is a continuation project, discuss the phases and products so far achieved in past funding years. (Note that an expansion of the *Abstract & Work Plan* is expected in the full proposal, if applicants are invited to submit a full proposal.)
- ***Military Mission Benefits:*** **concisely** articulate how this project benefits the military mission. The proposed project *must* support military readiness and/or testing and training. You must correlate the proposed work with cultural resource preservation and/or natural resource conservation and specifics of current military mission objectives. Applicants should detail exactly how and where the project will benefit the military, and list all known installations or specific regions that would directly benefit from the proposed work. Discuss any conversations you've had with installation contacts that help illustrate the necessity and value of the proposed work. If this is a continuation project, discuss the military benefit achieved in past funding years.
  - DO NOT provide an overview of the entire project or reiterate information provided in the abstract or work plan. Additionally, while it may be useful to reference driving laws and/or policies, do not simply correlate the proposed work to federal compliance or other regulatory or policy requirements.
- ***Will you be uploading a map or figure:*** select Yes or No to indicate whether you will upload a map or figure.
- ***IMPORTANT:*** ensure you populate all required fields and remain within the specified character limits.

### **How Much Time Do You Have For Your Proposed Project?**

- The Legacy Program funds single-year projects each fiscal year. Because Legacy receives an annual Congressional appropriation, the Program cannot guarantee out-year funding for multi-year efforts. However, you do not need to complete your Legacy project within 12 months: rather, you must complete your Legacy project by the date you list in the scope of work as your anticipated completion date. Because DoD considers each single-year project a stand-alone effort, you must submit unique deliverables for each of those efforts.
- You may request a project period greater than one year. If, however, you are with a federal agency other than DoD, then you will need to obligate and possibly even expend (spend or sub-contract) all funds by the end of the fiscal year. Awardees from non-federal agencies and organizations receive their funds via a Cooperative Agreement, which can extend the life of those funds for up to five years.

### Follow-on Work Tab

- The Author must select one of the following three options that best describes applicable follow-on funding requirements for the proposal:
  - Project has no foreseen need to request funding for future years.
  - Project has follow-on work necessary to complete current proposed effort. (User has explicit intention to request more funding to complete current proposed project)
  - Potential proposal ideas that could be submitted as new projects in the future. (User would recommend this activity for furthering scope of proposed project in future)
- The Author must describe the follow-on work, if applicable, in the *Please Describe* field. This description should be in the form of a Project Synopsis, and provide estimated costs for each anticipated out-year request.

### Expected Products Tab

- List all products that you expect to deliver for the proposed work.
- The Author must complete the following fields:
  - Product Type: choose the most appropriate product type from the pull-down menu list.
  - Product Description: a single sentence describing the expected product.
  - Date Due: the date you intend to deliver the expected product. The date must be on or before the project's completion date.
- **IMPORTANT**: The itemized products list should include a six-month progress report, Legacy Program fact sheet (one-page summary of the overall effort), and any other deliverable associated with the completion and implementation of the proposed work.
- **For the six-month progress report, please select 'Interim Report' from the Product Type pull-down list.**
  - If your proposed project receives funding, you can find the six-month progress report on the Progress Report tab under your project's file on the Legacy Tracker.
  - The template for the Legacy Program fact sheet is located on the Tracker under the Info & Guidelines tab at the top of the page.
- If more than one organization is requesting funds, enter expected products separately for each organization.
  - Click on the specific Requesting Organization at the top of the page to indicate deliverables for the correct organization.
- **IMPORTANT**: If you are a non-federal agency or organization, the award made by Legacy will likely come via a Cooperative Agreement from the U.S. Army Corps of Engineers, Engineer Research and Development Center, Construction Engineering Research Laboratory (ERDC-CERL) as the contract Designee. If you receive funding via a Cooperative Agreement from ERDC-CERL, you are required to include a non-Legacy Program progress report with each invoice you submit. These one-page progress reports (see final page for template) must be sent to ERDC-CERL, not Legacy. These invoice-related progress reports are not included as Expected Products in the Legacy Tracker because they are not Legacy reports. If you are awarded funds through a Cooperative Agreement, it will specify all terms, conditions, and details. Please ensure you consider completing and submitting progress reports and invoices as part of the contracting process, and include them in your overhead activities.

### Technical POC Tab

- This is the contact information for the person responsible for submitting the proposal and ensuring its successful completion if/once funded. This tab *must* be kept current throughout the period of performance. Contact Legacy Program staff to update the name, phone, fax, email, etc. of the Technical POC.
- You must enter Technical POC information for each organization requesting funding.

### Action & Review Tab

- In the Comments field, Project Authors must indicate the type of award they hope to receive (e.g., Military Interdepartmental Purchase Request [MIPR], Project Order, Cooperative Agreement).
  - A MIPR is a type of interagency agreement that the Legacy Program uses to place orders for supplies and non-personal services with Military Departments, state National Guard units, or other non-DoD federal entities under the authority of the Economy Act.
  - A Project Order is essentially a MIPR with the ability to "carry-over" some orders from one fiscal year to the next.
  - A Cooperative Agreement is a legal instrument that agencies use to enter into the same kind of relationship as a grant, except that the contract Designee and recipient substantially coordinate when carrying out the funded activity. Contract Designees use Cooperative Agreements with non-federal governmental entities, such as universities, companies, state agencies, non-profit, or for-profit organizations.
- To submit a pre-proposal, select "Submit Proposal to OSD" from the Action pull-down list at the top of the page, and then select "Submit."
- Submitting initiates both the Legacy Program and Military Service review process.
- **Once you've submitted your pre-proposal, you cannot make any more changes to the document, so please be sure you are ready to submit before doing so.**

### Letters of Support Tab

- There are two types of letters that illustrate support for a proposal: 1) an Electronic Letter of Support for DoD Installation Use, which supports work on a DoD installation; and 2) a Letter of Endorsement, which supports efforts that do not require installation access.
- Note that you must email all qualifying Letters of Support and Letters of Endorsement to Legacy Program staff so they can upload them to your proposal on the Tracker.
- If your proposal involves monitoring, surveying, field work, data collection, or contacting personnel for information on one or more DoD installations, you must submit an Electronic Installation Letter of Support.
  - **IMPORTANT:** it is your responsibility to obtain proper authorization from or coordinate with the appropriate Military Service point of contact(s).

### Generally, Successful Pre-Proposals:

- Iterate the direct benefit to the military mission, indicating Military Service benefit, direct testing and training benefits, and any DoD-wide significance.
- Present a *Project Synopsis* that clearly states what the work will achieve, why it's important, and how it will benefit the military's mission.



- Describe the *Work Plan* and *Project Approach* in ways that explain all phases, including planning, execution, and analysis.
- Identify any relationship between the proposed work and other related or similar work completed or currently underway.
- Detail the *Expected Products* that will result from the proposed effort.
- Provide an itemized budget as described in the *Budget Details* section.
- Include an *Electronic Installation Letter of Support*.

## Wrap Up

The Legacy Program funds high priority projects that address current military mission needs and emerging issues. Legacy determines which projects to fund based on the timing of the funding request in relation to many factors that include, but are not limited to, Military Service interest, Office of the Deputy Under Secretary of Defense for Installations and Environment (ODUSD (I&E)) priorities, available funding, any related work that is underway or already funded, and how the project relates to the current Program Areas of Emphasis. Final funding determinations are made by ODUSD (I&E). Legacy does not guarantee funding.

Sometimes during the period of performance, Project Investigators identify additional efforts that will enhance overall project goals. In this case, the Legacy Program welcomes the request for continuation funding during subsequent Legacy proposal cycles (subsequent fiscal years). However, due to the fiscal nature of Legacy Program funds, the Legacy Program does not guarantee funding for follow-on efforts. **Each Legacy project is treated as independent; there is an agreed upon period of performance, reflecting an agreed upon scope of work to produce defined expected products.** A project that will not produce stand-alone results will not receive Legacy funding.

**Template for Non-Legacy Program Progress Reports that Accompany Cooperative Agreement Invoices:**

MONTHLY PROGRESS REPORT	
Contractor Name:	
Contractor Address:	
Contract/Purchase Order No.	Task Order No.
Project Title:	
Period Covered:	
POC/COR (Reference Paragraph 5 of the SOW):	
Achievements (Describe by task. Add additional tasks, if needed.):	
Task 1:	
Task 2:	
Task 3:	
Problems Encountered (Describe by task. Add additional tasks, if needed):	
Task 1:	
Task 2:	
Task 3:	
Open Items (List items that require action by the Contractor or the Government):	
Summary Assessment and Forecast (Provide an overall assessment of the work and a forecast of contract completion):	